
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the **Building/Grounds Laborer** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. JANITORIAL PROCEDURES**(20 Questions)**

Employees in this job are responsible for keeping buildings clean and in good repair. This section of the exam tests your knowledge of janitorial tools and various janitorial methods and techniques. Test question topics include:

- Stain removal techniques;
- Identify the proper use of various janitorial tools and materials (e.g., chemical solutions; chemical applicators; etc.);
- Methods of cleaning fixtures, windows, floors, counters, etc.

II. GROUNDS KEEPING**(20 Questions)**

Employees in this job must be knowledgeable of techniques used to keep lawns, plants, shrubs and trees at conservation sites healthy and orderly in appearance. This section of the exam tests your knowledge of various lawn care techniques. Test question topics include:

- Transplanting plants and shrubs;
- Annuals and perennials;
- Tree pruning techniques;
- Lawn cutting, fertilizing and maintenance.

III. FIRST AID**(7 Questions)**

Employees in this job use potentially hazardous chemicals and equipment which could result in physical injuries. Therefore, it is necessary to be aware of first aid procedures. Test question topics include:

- Treatment of fainting or unconscious persons;
- Methods to use to stop bleeding;
- Emergency treatment of acid burns.

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IV. FIRE SAFETY

(6 Questions)

Employees in this job could possibly find themselves in a situation where they need to manage fire emergency. Therefore, it is necessary to be aware of fire safety procedures. Test question topics include:

- Fire prevention methods;
- Identification of fire hazards;
- Extinguishing different types of fires.

V. GENERAL SAFETY PRACTICES

(7 Questions)

Employees in this job use potentially hazardous chemicals and equipment, therefore, it is necessary to be aware of safety procedures. Test question topics include:

- Proper use of safety equipment;
- Safety precautions;
- Injury reporting.